Community Action Association of Pennsylvania

Purpose: Stay interviews are conducted to help organizations understand why employees stay and what might cause them to leave. An employer or often a third party sits down with the employee to gather information about the things the employee values about their job and place of employment, but also to better understand how to improve the work environment and culture. Similar to an exit interview in many ways, it's important that the employee feels safe to share their opinion. Often those employees that are critical to operational success are first considered for stay interviews, but many organizations will also consider a cross section of all employees. It is important to understand that conducting these do not come without challenges of facing harsh realities, but also can lead to great opportunity for process improvement or reinforcing the work you or your managers are doing. We encourage you to choose from the list of questions below and keep your conversation between 25 – 45 minutes long and consider how you will use the information, prior to conducting interviews.

Name:

Date:

Start Date:

Title/Position:

Department:

Supervisor:

Interviewer:

Questions:

1. What is your favorite part about working here?

2. What particular task, area of focus, etc. makes your job satisfying?

3. What do you look forward to when you come to work each day?

4. Do you enjoy your work? Why or why not?

5. If you could change something about your job, what would that be?

6. What do you think we could do better or anything in our organization that you want to change?

7. What do you like least about working here?

8. Have you ever thought of leaving the company?

9. Do you receive clear goals about your work?

10. Does your supervisor/manager appreciate you or recognize your efforts?

11. How do you receive feedback and support from your manager?

12. Do you have opportunities for continued learning?

13. Is there something that you would like the opportunity to try or to do within the organization?

14. Do you have the resources you need to do your job or is there anything that would make your job easier?

15. How would you like to be recognized?

16. When you think about what comes next, what comes to mind? How could we help you with this?

17. What talents are not being used in your current role?

18. What motivates you?

19. What can I do to best support you?

20. Is there anything that might tempt you to leave?

21. Is there anything else that you would like to share?

Signature of interviewee

Signature of interviewer